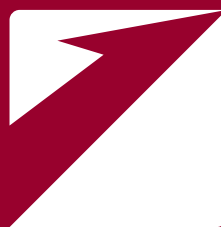


Project TRABAC

*Training Responsible Adults to be
Bookkeeping and Accounting Clerks*



Outreach Programs



RHODE ISLAND COLLEGE

This program prepares students for entry level accounting and bookkeeping positions such as accounting and bookkeeping positions such as accounting clerk, posting clerk, accounts receivable clerk, payroll clerk, or bookkeeper.



The course will give students who have no previous knowledge of accounting a basic understanding of accounting/bookkeeping principles and procedures used to record, classify, and summarize financial data. Students will become familiar with accounting terminology, financial records, forms, and statements used in business today. In addition, the program includes training in Microsoft Office, (Word, Excel, Powerpoint, and Access) office skills, business math, oral and written communications, and employment. TRABAC provides an internship in a local business allowing students hands-on training in a real world business environment.

The program prepares students for a broad range of manual and computerized accounting and bookkeeping functions, including preparation and maintenance of ledgers, journals, adjusting and closing entries, basic financial statements, cash and banking procedures, payroll, and accounts payable and receivable, and financial literacy.

➤ **26 weeks**

➤ **30 hours per week plus open lab**

Training includes the following skills & services:

- Introduction to Bookkeeping/Accounting
- Payroll Procedures
- Business Math/Calculators
- Computerized Accounting: QuickBooks
- Business Writing
- Computer Skills — Microsoft Office (Word, Excel, Access, Powerpoint)
- Attitudinal and Employment Counseling
- Office Skills and Keyboarding
- Employability Skills: Applications, Resumes, Cover Letters, Job Search and Interviewing
- Internet, Communication, and Life-coping Skills

Who is Eligible?

- 18 years of age or older
- Fluent in English
- High School Diploma or GED
- Unemployed/dislocated, underemployed workers
- *Students motivated to learn new skills and accept a job*

RIC Outreach Programs are available to Rhode Island clients of Department of Labor & Training, Department of Human Services Family Independence Program and Office of Rehabilitative Service participants in need of training and employment.

Number of Hours:

- Training: 780
- Internship: 80

Outreach Programs at Rhode Island College

Building 8 · East Campus

Located behind the Recreation Center

600 Mt. Pleasant Avenue, Providence, RI 02908

For More Information, Contact:

Vidal DeLaCruz (Bilingual : Spanish) or Jenifer Giroux
jgiroux@ric.edu · www.ric.edu/outreach

(401) 456-8698 FAX (401) 456-8582